



From  
the People of Japan

# Job Vacancy

**The Embassy of Japan in Timor-Leste is now seeking a National Staff for the Economic and Development Cooperation Section.**

**Position Title:** National Staff

**Application Deadline:** September 24, 2023

**Starting Date:** January 2024

## 1. APPLICATION REQUIREMENTS

- 1) High proficiency in English, Tetum (professional writing, negotiation, interpretation for high-level officials, etc.) Portuguese is optional
- 2) Advanced knowledge of economics and development cooperation activities
- 3) Advanced capability in research and analysis
- 4) Advanced skills in PC (Microsoft Word, Excel and Power Point etc.)
- 5) Advanced communication skills to work in multi-cultural environment
- 6) At least three years of work experience as full-time employee (preferred)
- 7) Residence in Dili or proximity of Dili

## 2. CONDITIONS

The selected National Staff will work in the Economic and Development Cooperation Section, Embassy of Japan in Timor-Leste.

- 1) Salary: According to the Embassy of Japan's regulations
- 2) Working hours: Monday to Friday 8:45-17:30, including one-hour lunch break. Overtime and weekend work may also be requested.
- 3) Expected Starting date: January 2024
- 4) Place of Work: Embassy of Japan in Timor-Leste (Avenida de Portugal, Pantai Kelapa, Dili)

### 3. JOB DESCRIPTION

- 1) Collect and compile information on economic and development topics on a daily basis.
- 2) Collect information and data on Timor-Leste's economy by conducting research on open source and communicating with the relevant personnel of Government of Timor-Leste.
- 3) Accompany the Ambassador of Japan to Timor-Leste and other high-ranking officials to meetings, events and ceremonies for development cooperation projects and provide interpretation and other services.
- 4) Other assistant tasks for the diplomats of the Embassy of Japan in Timor-Leste, particularly the head of Economic and Development Cooperation Section.

### 4. HOW TO APPLY

- 1) Please send the following documents by email to **ecas.di@di.mofa.go.jp**
  - CV in English with your recent photo attached
  - A personal statement in English (within 500 words)
  - A letter of recommendation in English
  - A copy of graduation certificate of the latest academic history
  - A copy of Identification Card
  - A copy of the map of the commuting route between the Embassy of Japan in Timor-Leste and the applicant's residence
  - A copy of the valid criminal record
- 2) Please note that those who do not have a valid work permit in Timor-Leste or an incomplete application will not be considered for this position

**Deadline for application: Friday, September 24, 2023**

Only selected candidates will be invited to written examination and interviews (English).

No phone calls regarding this matter will be accepted.

Submitted application documents will not be returned.